



MOUNTAIN VIEW SCHOOL DISTRICT

Class Wallet User Allocation Form

Please use this form to add a NEW USER, CHANGE USER INFORMATION or CHANGE A USER ALLOCATION

1. ADD A USER

New User Name: _____

User Location: _____

User Email Address: _____

Allocation Purse*: _____ Allocation Amount: _____

Allocation Purse*: _____ Allocation Amount: _____

**Allocation Purses include: Lottery, LCAP Reimbursement, Counselor, PE Teacher, Office Manager, etc.*

2. CHANGE USER INFORMATION

Name Change From: _____ To: _____

Location Change From: _____ To: _____

Email Change From: _____ To: _____

3. CHANGE A USER ALLOCATION

Current Amount: \$ _____ New Amount: \$ _____ Allocation Purse*: _____

Current Amount: \$ _____ New Amount: \$ _____ Allocation Purse*: _____

**Allocation Purses include: Lottery, LCAP Reimbursement, Counselor, PE Teacher, Office Manager, etc.*

Supervisor Approval: _____

Date: _____

District Office Use Only

Accounting Approval: _____ Date: _____

Input By: _____ Date: _____

Amount: _____ Account String: _____